



Ag 300 Professional Agricultural Communications

Instructor: Courtney Sutton
Ad-Interim Lecturer
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COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:

Textbook(s) Required: None

Course Description:

Techniques of agricultural communication emphasizing principles involved in job searches.
Techniques of interviewing, résumé writing, letters of inquiry, etc...

Student Learning Outcomes:

1. Students will be able write business appropriate letters and emails
2. Students will be able to write a résumé
3. Students will develop skills that will allow them to be successful in a job search
4. Students will become familiar with professional agricultural communications

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

Written Assignments:

1. Professional email (50 points)
2. Professional letter (100 points)
3. Cover letter (100 points)
4. Résumé (100 points)

5. Reference letter (50 points)

6. Thank you letter (50 points)

Student Learning Outcomes 1, 2 & 3

Assessment: Assignment rubric

Assignments:

1. Job fair (50 points)

2. Mock interview (100 points)

3. Career Activity (50 points)

Student Learning Outcomes: 1, 2 & 3

Assessment: Assignment rubric

Grading

Written Assignments	450 points
Assignments	200 points

A	>585
B	520 – 584
C	455 – 519
F	<455

There will be no extra credit work available.

TECHNOLOGY REQUIREMENTS

To be successful in the course, you will be provided access to university computers and facilities. The following items are available on university computers for your use.

1. Access to T: drive
2. MS Word

These items will be helpful for you, should you need to work at home.

1. Flash drive
2. MS Office or compatible software

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures:

Attendance for this class is mandatory, and roll will be taken on a daily basis. **Upon a third unexcused absence, the student will receive a grade of 'F.'** Absences will be considered excused if the instructor is 1) notified in advance, and 2) the absence is related to a severe illness (especially one involving a fever), participation in a university sanctioned event, death of an immediate family member, or other absences as approved by the instructor. Assignments are due at the beginning of class and will not be accepted late.

You may bring drinks to class. Please finish any meals before class begins. The use of tobacco products during class time is strictly prohibited. Use of intoxicants before class is strictly prohibited and will result in the student's immediate removal from class.

Cheating of any kind will not be tolerated. Copying of others' work, use of disallowed material on exams, plagiarism in assignments or cheating in any other form as defined by the instructor will result in a grade of zero for that assignment. Multiple infractions will result in a grade of 'F' for the course and possible expulsion.

University Specific Procedures:

ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148

StudentDisabilityServices@tamu-commerce.edu
[Student Disability Resources & Services](#)

Student Conduct

Students are expected to respect the rights of others in the class. Cell phones and other electronic equipment should be turned off prior to the beginning of class. Use of these items during class time, or any other unwarranted classroom disruption, will result in your immediate excusal from class for the remainder of the period.

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See *Code of Student Conduct from Student Guide Handbook*).

COURSE OUTLINE / CALENDAR

Assignment	Date Due
Email	January 26, 2016
Professional Letters	Edit: February 2, 2016 Final: February 9, 2016
<i>Career Clinic</i>	<i>February 10, 2016</i>
<i>Lion Job Shadow</i>	<i>February 19, 2016</i>
Cover Letter	Edit1: February 16, 2016 Final: February 23, 2016
Résumé	Edit1: February 23, 2016 Edit2: March 1, 2016 Final: March 8, 2016
<i>Spring Career and Internship Fair</i>	<i>March 9, 2016</i>
Reference Letters	Edit: March 22, 2016 Final: March 29, 2016
Mock Interview	April 5, 2016
Newspaper Articles	Edit1: April 12, 2016 Final: April 19, 2016
<i>Business Etiquette Dinner</i>	<i>April 21, 2016</i>
Research Abstract	Edit1: April 26, 2016 Final: May 3, 2016